

Assistant Producer-Location Services Jobs In Dubai | DAMAC Properties

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Location: dubai

Category: other-general

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Supervise the team within the department, ensuring that the correct standards and methods of service are maintained

Oversee the hotel's contract car valet service and shuttle service, ensuring that an optimum service is provided at all times

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Responsibilities

Supervise the hotel Chauffeurs, ensuring that an efficient and punctual service is provided at all times

Ensure all guest queries and requests are handled efficiently

Supervise the luggage services, ensuring it is smooth without delays

Ensure that all information in the Opera telephone book in regards to restaurants, bars, airlines, shopping malls and hotel facilities are up-to-date

Ensure that complaints are attended to promptly and handled in a professional manner

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Requirement

Be well informed at all times about any information that might be useful to the guests (i.e.

events in town, new restaurants and bars, sports and sightseeing, etc.); this knowledge should also be passed on to the team

Ensure that accurate records are maintained at the On Location Services desk

Prepare the weekly duty roster, monthly attendance sheet and annual vacation plan for all On Location Services team

Review, update and amend SOP's and Procedures regularly and communicate as necessary in a timely manner

Prepare and carry out a daily briefing for all colleagues in the On Location Services department and ensure that effective shift handovers are being carried out

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